



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SPACE COMMAND

29 November 2001

MEMORANDUM FOR AFSPC CONS/CCs

FROM: HQ AFSPC/LGC
150 Vandenberg St Ste 1105
Peterson AFB CO 80914-4350

SUBJECT: Info. Ltr 2002-02, Requesting Access to the Past Performance
Automated Information System (PPAIS)

REFERENCE: (a) <https://dodppais.navy.mil/>

1. The following information contained in INFO.LTR-2002-02 is instructive in nature with respect to requesting access to a Contractor's electronic past performance evaluations located on the Department of Defense's (DoD) PPAIS.

2. Past performance evaluations for services, information technology, systems, operations support, fuels and health care are **input** via the Contractor Performance Assessment Reporting System (CPARS). If you have been designated as an evaluator for a Contractor's past performance, you will have been notified of your access authorization to the CPARS by your unit CPARS focal point. The **retrieval** of past performance data is available through the DoD PPAIS electronic system—access to the PPAIS is centrally managed by HQ AFSPC/LGC. AFSPC source selection officials (functional and contracting) needing access to the PPAIS may request it by accomplishing the following:

Go to: <https://dodppais.navy.mil/>

Click on: **System Logon**, then **Government**

Click on: **Request User Account**

Fill out the user profile **completely**, including your title, organization and complete address

You will be notified that you must request membership into a group, press **OK**

Select: **View Subgroups**

Select: **Air Force-View Subgroups**

Scroll down to **AFSPC**, then select: **Request Membership**

In the **Justify Group Membership** box, you **MUST** include:

--a statement that you are a current Government employee

--Contracting Officer name/organization/phone number, solicitation number and/or name of the current source selection for which you are requiring the information

3. Your request will be automatically sent to HQ AFSPC/LGC, Margaret Gillam (primary) and Suzanne Snyder (alternate). Either the primary or alternate will review

the request and can grant or deny the request. You will be notified of the action automatically via e-mail.

4. When you no longer need access to the PPAIS, you should notify the primary or alternate PPAIS monitors, via global e-mail, and your access will be removed from the PPAIS. Otherwise, the primary will ask you every 90 days to validate your need for continued access to the PPAIS. Additionally, the PPAIS will require you to change your password every 90 days.

5. Once you have been granted access into the PPAIS database, you may search for past performance evaluations as follows:

Go to: <https://dodppais.navy.mil/ppais/>

Place the cursor over **System Logon**. A pop-up box listing **Government** and **Contractor** will be displayed. Click on **Government**

Enter your User ID and Password and click **Submit**

Click on **Reports**

Enter your search criteria and click **Submit**

6. Please note that the broader the search parameters, the greater number of evaluations will be retrieved. For example, you may want to search via a partial company name (which will pull up all evaluations with that portion of the name) or by typing in the company name or key program words in the string search located at the bottom of the screen. *It is strongly recommended that when you are searching, the business sector parameter should remain as ALL—rather than selecting services or information technology which may limit your search.*

7. For questions regarding the PPAIS, you may contact the PPAIS Help Desk located at the Naval Sea Logistics Center; e-mail: webpmsmh@navsea.navy.mil or (603) 431-9460 x486; DSN: 684-1690, x486. You may direct PPAIS access questions to Margaret Gillam, HQ AFSPC/LGCM, e-mail: margaret.gillam@peterson.af.mil, phone: (719) 554-2652; DSN: 692-2652.



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cc: AFSPC CPARS POCs